



City of Tempe

HUMAN RESOURCES TECHNICIAN II

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	165	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$22.001923
<i>Supervision Level:</i>	Non-Supervisory	<i>Salary / Hourly Maximum:</i>	\$29.702885
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direct supervision from professional or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of full-time human resources experience in recruitment/selection, employee benefits, classification and compensation or HR administration. Experience in a public sector Human Resources office is preferred.
<i>Education:</i>	Equivalent to completion of the twelfth grade. Additional training or specialized courses in Human Resources, administration or Associates degree related to the core functions of this position is preferred.
<i>License / Certification:</i>	Professional Human Resources certification is preferred, such as: <ul style="list-style-type: none">● PHR (Professional in Human Resources)● SPHR (Senior Professional in Human Resources)● IPMA-CP (Certified Professional in Human Resources)● CCP (Certified Compensation Professional)● CBP (Certified Benefits Professional)

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of paraprofessional, technical and complex clerical duties involved in the implementation and

coordination of the City's Human Resources programs; and to provide information and assistance to City staff and the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide administrative support; assist with special projects as required; compose and type correspondence; format and generate a variety of reports and documents as requested; create and maintain confidential data bases and files as needed; takes notes and/or minutes at various committee or other meetings.
- Respond to questions from employees and the public regarding employment, the application process, benefits, and related issues; staff the HR front desk as required; have comprehensive knowledge and understanding of City of Tempe Personnel Rules and the employee group memorandums of understanding (MOU's).
- Assist in recruitment processes; answer inquiries concerning internal & external recruitment processes. Assist in arranging interview panels, scheduling applicant interviews and testing and preparation of interview packets and related paperwork; monitor and record testing processes.
- Complete and process PAR forms and related documentation for status, classification and compensation changes; prepare and process paperwork for hiring, promotions, salary adjustments, benefits changes, retirements and terminations.
- Coordinate new employee hire processing including required pre-employment physicals, drug testing and background checks; coordinate with outside vendors and other agencies such as AZDPS and AZDOT to receive test results and review with Senior HR Analysts; coordinate and assist with the New Employee Orientation sessions.
- Assist in the administration of city benefits programs; assist with facilitating employee enrollment in retirement, medical, dental, vision, life insurance and other benefits programs as appropriate; coordinate and assist with annual benefits open enrollment period and any benefits fairs; assist with programs such as Employee Service Awards and Wellness.
- Provide benefits information to employees and retirees; assist with resolving benefits problems or complaints; process premium payments received from retirees; assist with reviewing billing from vendors and prepare and review requisitions.
- Provide administrative support for HR Managers and the Deputy Internal Services Director-HR; schedule various meetings and manage calendaring. Coordinate and respond to public records requests for human resources records; coordinate departmental records retention; serve as department time-keeper if required; provide general administrative support for the division.
- Assist with creating and maintaining internet and intranet pages; assist with creation and publication of division newsletters; work with Information Technology division as necessary.
- Perform related duties as assigned.

- Physically present to perform the duties of the position.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Filing and lifting boxes (approximately 25 lbs.);
- Work in a stationary position for considerable periods of time;
- Operates office equipment, such as computer, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective October 1988
Revised August 1999
Revised June 2002
Revised Mar 2005 (Update MQs and duties)
Revised May 2005 (Update MQs and duties)
Revised August 2006 (Update MQs and duties)
Revised August 2007 (Update MQs)
Revised March 2013 (Update duties and supervision)
Revised August 2015 (Update MQs)
Revised September 2019 (Remove flex series information)